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ABSTRACT

Today's increasing awareness of shortages has prompted people to reevaluate their consumption patterns of natural resources. In a time when there is no "away" location to throw wastes, many recycling centers have been organized. This guide contains information needed to organize and operate a recycling project. Suggestions for collection sites, collectable materials, and pick-up times and services are included. One full page is devoted to a chart illustrating how to handle the different recyclables. Details for an effective publicity campaign are given, and possible legal requirements for a recycling depot are listed. Other topics include containers for recyclables, special equipment needed for the depot, volunteer help, and other helpful suggestions. (MA)

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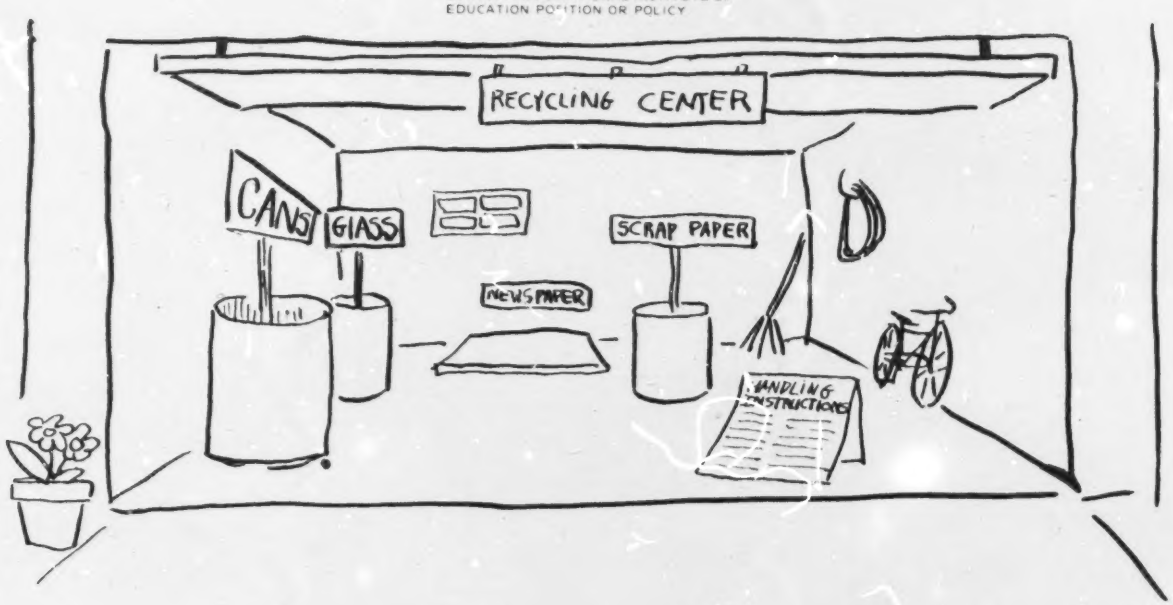


# *A Guide to*

# Running a Recycling Project

*Second Edition*

Recycling Information Office
Department of Environmental Quality

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DEPARTMENT OF ENVIRONMENTAL QUALITY

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Why recycle? Shortages of nearly every natural resource are forcing us to reconsider our established patterns of buying, using and discarding. Previous generations of Americans lived, for the most part, in disregard of the fact that both resources and dump sites are finite. We're now running out of raw materials and places to hide our wastes. The practice of recycling takes on a new importance as a means to alleviate impending shortages.

Recycling is not new. Materials with high values--gold, copper, etc.--have always been used again. During World War II patriotic Americans diligently saved tin cans and foil. The situation now is one where the value has gone up on previously "worthless" materials. At the same time, a sense of urgency akin to the wartime necessity for recycling is growing. The opportunities for recycling today are better than ever--and so are the rewards.

The recycling project has value beyond its obvious community service--which is to accept sorted materials from the public and to put these materials back into the economic system. The recycling project, if well-run, is also a clear demonstration of how people can take responsibility for their physical impact on the earth. The person saving used glass and newspaper at home and the organizer of a recycling project are both learning a simple, but ever-expanding principle: you can't throw anything away, because there is no "away."

Running a recycling project is a heavy commitment. It is far more complex and difficult than most people suspect. If you begin a recycling project, it is your obligation to both the community and the environment to do it well. This "Guide" may seem preoccupied with potential recycling troubles, but its intention is to alert you to problems you can avoid. It seeks to encourage the development of successful, stable recycling projects and markets in Oregon.

## Deciding to start a project

When you consider setting up a recycling depot, decide whether the project is to be a service first and a money making project second, or vice versa. Recycling can be a hard way to make money. Without really dedicated recyclers a project can bog down whenever markets are slow. Remember that a recycling center can become a large-scale operation, requiring heavy equipment, warehouse space, and trucks. Don't do it alone if possible, and don't hesitate to ask for donations of time, equipment, advertising space. Accept the recycling project for what it is: an important undertaking, which succeeds because of people willing to look beyond their garbage cans and into the future.

Many recycling projects begin as club projects, with donated labor, equipment, and transportation; these can be profitable. Other projects, especially those run through universities, become non-profit corporations.

Printed on 100% recycled paper containing at least 10% post consumer waste.

CONTAINS RECYCLED MATERIALS

Reg. U.S. Pat. Off.

REVISED EDITION, 1974

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Illustrations by Karen Clark.

Non-profit corporation status allows you to pay for wages and other services, but not to pay for corporation officers, stock, or dividends. Non-profit groups are tax-exempt, and donations to them are sometimes tax-deductible. To avoid the red tape, it may be possible to become part of an established non-profit organization. If you think that beginning a recycling business is what you want to do, check into state and local government licensing, regulations, and assistance for businesses. Recycling businesses are the least common form of recycling projects at this time.

Set a definite period of time, such as three months, or a year, during which you will commit yourself to making your recycling project work. The first few months are always the most difficult. You will need time and experience to straighten out all the kinks.

The experience of many now-successful groups suggests that you begin by collecting one material, e.g., glass, or newspaper. Then expand to more materials when you can. Newspaper usually brings in the most money for a project. The all-purpose or full-line depot is less likely to make as much money for the labor involved as a one-item depot, but a project which takes all recyclables is a superior service. It will also attract more people than a limited depot. According to one such depot in Portland, "Many people tell us that being able to bring everything to one place at one time, and having it so handy to home makes all the difference to them." Visiting different kinds of depots to see their operations firsthand might help you decide.

## Money & markets

When deciding what material(s) you want to collect, you should check into marketing if your aim is to make money. The alternative is to donate or make a percentage arrangement with another recycling depot which would then have the task of marketing your materials. Some companies (especially paper companies) will provide you with containers and/or transportation.

Markets go in and out of business; before making any decisions, check with the company as to hours it will accept materials from the public, minimum or maximum quantities, special preparation requirements, etc., and tell them about your project. For your own peace of mind, weigh your truck empty and full at a public scale before selling a load of material. If your recyclables are clean and well prepared, you may receive a higher price.

Markets may be found on the enclosed market list, in your local telephone book yellow pages (see "Scrap Metals," "Junk Dealers," "Waste Paper," etc.), from the Chamber of Commerce, etc. Find markets close to your depot, since transportation to the market(s) will probably be your biggest cost. Unless you have the proper heavy duty truck and handling equipment, the hauling (and thus the money) may not be worth the tremendous effort.

RURAL DEPOTS: Write to or call markets in major cities to see if they have trucks passing through your area which could service your depot regularly and still (if you wish) pay you something. Other recyclers in your

general area may have trucks which could do the same thing. BRING Recycling (Begin Recycling in Natural Groups) acts as a central accumulation point for a number of projects located outside Eugene. BRING warehouses materials, then transports them to the markets. Oregon Recyclers is a coalition of recycling projects which aims to organize cooperative transportation and marketing networks for projects located outside of Portland. It is assisted by the Department of Environmental Quality's Recycling Information Office.

## Preparing materials

You will save yourself and your group an immense amount of time if you will teach project users how to prepare their own recyclables and insist that they do it. Instructional signs or brochures at your depot can provide a reminder.

The chart on the following page describes common recyclable items, approximate market value, volume, how they should be prepared by the customer, and safety reminders.

## When & where

All kinds of places can become recycling depots: private homes, schools, vacant lots, parking lots, churches, fire stations, donated store space, vacant buildings, fairgrounds, old military installations, warehouse loading docks. The important thing is that your depot be convenient to those who will use it. And, it should be convenient for loading and unloading of equipment and recyclables. You will need a dry covered area for newspapers and other paper, and possibly a fence and lock (or be completely indoors) to keep out vandals and accident-prone children.

The home garage or patio is a common recycling center. You can tell people, in your initial advertising and with a sign, to leave the material beside the garage if you are not at home. But in this, as well as in all "permanent" depots, possible problems include: people coming at all hours (unless you restrict them); an unsightly mess in your yard; unseparated or unwashed items. Thorough education of the people who use your depot can help to avoid much of this.

An alternative to a permanent depot is a repeating depot, which might be open, for instance, the last Sunday of each month from 10 a.m. to 3 p.m. There is less mess to contend with at such a temporary depot (since all the material is carted away right after the 3 p m. closing time), and transportation might be arranged with one of the Oregon Recyclers. This can also work with collection of recyclable paper. For example, you can get a 40-foot van from some paper companies, and have it placed in a store's parking lot. Perhaps you can leave it there for several days or weeks to collect newspapers. The store will usually help you out with publicity. The paper company hauls the van away when full.

In Eugene, the "BRING-Mobile" has a rotating schedule of depots. Publicity announces that the BRING-Mobile will visit the community between 10 a.m. and noon on, for example, the second Saturday of each month. Separated materials are brought to the truck, and the BRING driver and volunteer helper do the loading. The truck then returns to the BRING warehouse, where the materials are stored until a trip is made to the markets.

It is often easier to get volunteer help when you run a repeating depot. Combined with the advantage of not having the potential hazard and eyesore of the 24-hour depot, this might be a good way to start. It works well in home, school, or public parking lot situations. A good trial might be to run your project once a month at first. You can run it continously after people have learned to prepare their recyclables properly.

If you live in an area where people take their own garbage to the landfill, you might set up a depot at this site.

At all depots, give special attention to potential environmental problems of noise, litter, and traffic congestion.

## Pick-up service

If you have the use of a pick-up (or larger) truck, there

# HOW TO HANDLE RECYCLABLES

| MATERIAL: what it is --and isn't | Approximate market value | Approximate net weight | How to prepare | Safety considerations |
|---|---|---|---|---|
| GLASS | $20/ton | A full 55-gal barrel: 100# uncrushed 400# hand broken 540-700# broken by glass crusher A full 5-gal paint can: 10-50# | Remove metal caps, rings. Rinse out, sort by color: clear, green, brown. May be broken or whole. Paper labels may be left on. | Use caution in breaking glass; care in lifting heavy barrels. Food particles cause odor, nuisance. |
| TIN CANS: steel cans ("tin") or bimetal cans (steel + aluminum) Sort out Oregon 5¢ deposit cans. | $10-20/ton | 55-gal barrel: 100# 4x4x8' container: 700-1600# | Clean; remove paper label. Crush by removing ends, stepping on cylinder. | Watch sharp edges. Care in lifting heavy barrels. Food particles cause odor, nuisance. |
| ALUMINUM: keep cans separate from other aluminum; separate non-packaging aluminum like lawn furniture. Sort out Oregon 5¢ deposit cans. | $140-240/ton | Handled in large plastic bags holding 35#. 55-gal barrel: 35#. | Clean; crush. | Food particles cause odor, nuisance. |
| NEWSPAPER, NEWSPRINT No bound books; not crumpled | $20-40/ton | 1' stack tightly bundled: 35#; 3' stack: 100#; 60' stack: 1 ton. Loaded 39x7x6' van holds 39,000-44,000 pounds. 12x6x4 truck bed, full: 3 tons. | Bundle with twine. | Caution in lifting heavy containers. |
| MIXED SCRAP PAPER * may include office paper, chipboard, junk mail, envelopes, magazines, phone books, kraft paper. No carbon paper, newspaper, wax or plastic coating. | $11/ton | 5x5x6' bin: 1000# 12x6x7' truck bed, full: 2 tons. | Clean and dry, in any container. | Caution in lifting heavy containers. |
| MAGAZINES, CATALOGS, PHONE BOOKS * | $11/ton | Same as above. | Bundle. | Caution in lifting heavy containers. |
| KRAFT PAPER & CORRUGATED CARDBOARD * Includes brown paper sacks & wrapping paper. No wax, carbon or plastic. | $35-60/ton | 3x3x6' crib, full: 100#. 12x7x6' truck bed full of unbundled corrugated: 2000#. | Tear down boxes, keep flat. Bundling often required; some companies require machine baling. | Caution in lifting heavy containers. |
| HIGH QUALITY OFFICE PAPER* may include mixed typing, notebook, binder, mimeo, ditto, xerox, envelopes, computer printout. No wax, plastic, or carbon. | $30-90/ton | 12x7x6' truck bed, full: 2 tons. | Make arrangements with buyer. White ledger worth more when separated from colored ledger. | Caution in lifting heavy containers. |
| COMPUTER TAB CARDS | $250/ton | | Make arrangements with buyer. | Caution in lifting heavy containers. |
| PLASTIC* any all-plastic item except for styrofoam and very hard plastic like dinnerware. | $20-60/ton | Varies considerably. | Clean, paper-free. | Caution for possible fire hazard. |

*Prices for these materials will vary with degree of separation. Check with the buyer for exact specifications in these categories.

are special advantages to this system. You are essentially open only during the hours you are picking up. You can refuse to pick up poorly-prepared materials.

You should restrict yourself to given streets or neighborhoods on certain days, to save time and fuel. Also, if you pick a certain day to sell your glass, for example, don't drive home from the glass company with an empty truck: service an area on your return route that day. You might want to organize the neighborhood by distributing leaflets to homes: say you will pick up glass on the second Tuesday of each month, etc. You can call the day before coming to make sure people will have their recyclables ready.

Many people ask for a pick-up service. They are either elderly, ill, distant from a depot, unwilling to make that last extra effort to recycle, or--as with stores--have large quantities of materials. Whether or not you charge for the service or request a donation is up to you.

The Recycling Switchboard gets more complaints about no-shows from pick-up services than about any other problem. It is important, both for your organization's reputation and that of recycling in general, that you keep to your pick-up schedule. When you can't, you should alert your "clients" to delays or changes. From observing the experience of many groups and businesses which offer collection of recyclables, we suggest that you expand this service at a pace that does not overcommit the capacity of your truck or manpower.

## Publicity & education

Publicity is critical. Those who use your recycling project (to begin with, these might be your nearest neighbors) will need to know how to prepare recyclables properly. They should know which materials should be sorted, which can be mixed, what hours your project is open, and where on the property the depot is located. For example, if the depot is at a home, the publicity should indicate whether people should ring the doorbell, call first, go to the garage, or whatever. If changes are made in hours open, material accepted, etc., let your users know. A sign at your depot can provide this necessary information. The repeating depot can have a sign out for a week preceding the collection day.

You will also want to look into broader publicity, both to get you started and to inform non-neighbors about your project. Such publicity can include posters (which can be distributed at stores, churches, schools), classified or commercial ads in newspapers, and press releases (sent to newspapers, TV and radio stations, newsletters of clubs, schools, churches, neighborhoods). Press releases should be strictly "news," but you can send them out to announce an upcoming project (example: "Medford residents can begin saving glass and newspaper--there will be a collection depot established here in February"); to report on the progress of a project ("Handling equipment has been donated to the Recycling Center by A & A Balers"); or the results of a drive ("The X Recycling Project collected 70 tons of newspaper this month and will continue to operate its drop box at 7th and Main"). Inform public officials of your project.

Think about how you might make some news. For example, contact your Mayor, State Representative, or Senator, and ask him or her to visit your project and to make a statement of support. Your local press can be informed of this through a press release. This type of community support is more often found in the rural areas than metropolitan areas.

Tell the Recycling Information Office about your project. Its Recycling Switchboard lets the public know how, what, and where to recycle in Oregon. The Switchboard keeps complete and up-to-date lists of recycling projects; it is essentially a referral service for them. When your project is ready to start, please inform the Switchboard, which will then be able to tell callers in your area what you will accept. Information maintained on each project includes: name of person in charge; mailing address; phone number for information checking; address of depot; where on property material should be put; hours open; materials accepted; whether pick-up service is available and if so in what areas; plus the sponsoring organization (if any).

In all your publicity, provide the following information: what the program is all about; why the project is important to the community; who is sponsoring it; who is cooperating with you; where the collection will be made; and how you plan to operate the collection (materials to be collected, instructions as to how material should be prepared, dates and time of collection, telephone number for questions).

Projects that have an educational goal can operate speakers bureaus, and thus reach in a personal way, a variety of organizations and school classes. They can also have booths and displays at local fairs and shopping centers. A simple display such as a grocery cart filled with consumer products which could be recycled, and a table with samples of properly prepared materials will clearly demonstrate how and what to recycle.

Radio or TV public service announcements are broadcast free of charge for non-profit groups. They can be 10, 20, 30, or 60 seconds long. A radio PSA used by the Recycling Switchboard says, "Each day in Portland we throw away five million pounds of trash and garbage. This tremendous waste of our labor and natural resources is like throwing money away. Call the Recycling Switchboard, 229-5555, and find out how you can recycle, and save your environment."

Most radio announcers prefer to read the spots themselves rather than play a taped recording. Write new spots every month or so, to keep up the public's and the station's interest. Television, of course, requires a filmed, videotaped, or picture slide spot. Stations are generally willing to make a slide spot together with your assistance.

If the depot is going to be connected with a school, informational leaflets can be sent home with the students along with questionnaires asking for volunteers to work on publicity, hauling the goods, working at the collection site.

Quantities of the "Recycling Handbook" and a one-page leaflet, "How to Recycle," are available from the Recycling Information Office for projects to distribute; they can be very useful in providing a background to the act of recycling and in teaching the proper methods of preparing recyclables.

You can write your own handbook or fact sheet on recycling. Something small (one 8½x11" sheet) can be xeroxed, mimeographed, or printed for little or no cost. Depending on how fancy or formal you want to be, the copy you provide can be handwritten, typed camera-ready or typeset. Making camera-ready copy involves typing with carbon film ribbon or writing with reproducing black ink on white paper. Mistakes are corrected by typing the correct work and pasting it over the mistake. Drawings can also be pasted in. Typesetting is done by professionals, is the most expensive method, and looks like it. This "Guide" was prepared on a typewriter with carbon ribbon.

A publicity guide for short-term recycling drives is also available from the DEQ.

The Recycling Information Office will assist projects in the design and use of surveys concerning the attitudes, habits, and opinions of those who participate in the projects. Surveys tell the project organizer what kinds of people use the depot and why, and how they found out about the project. Questions such as "Do you think household waste separation should be mandatory?" are effective in evoking thought about some of the political and social questions that affect recycling.

## Containers

Depending on the size of your operation, the following containers can be used to store and transport materials.

| | |
|---|---|
| GLASS | 5-, 30-, or 55-gallon steel drums (fiber barrels disintegrate after about 10 uses, but are good for light use, as they weigh less than steel drums). |
| TIN CANS | 55-gallon drums, strong cardboard boxes, gunnysacks, wooden boxes. |
| ALUMINUM | Large plastic sacks (Reynolds Aluminum Co. will dump the cans into a plastic sack if you take them there in anything else). |
| NEWSPAPER | Shipping van or covered wooden box. |

A 55-gallon metal drum, empty, weighs anywhere from 15 to 90 pounds. Fiber barrels weigh about 5 pounds, an obvious advantage when barrels must be lifted often. Leave your supply of empty barrels upside down until you want to use them; this way people won't put things in all barrels. It is also handy to have holes in your barrels so that rainwater can run out.

55-gallon steel drums can be obtained free or for a small charge from established recycling centers or companies which discard them. Some suggestions: Owens-Illinois Glass Co., free when available; fuel oil companies; construction companies. Bakeries (ask shipping clerk), bakery thrift stores, and chemical companies are good sources for fiber barrels. Five-gallon paint cans can be obtained from commercial painters.

Larger recycling operations may want to go to roll-on, roll-off containers that sit at the depot until full, then roll onto the transporting truck.

Oregon Recyclers is trying to get into common use a 4x4x8' hand-built container for storing and transporting tin cans. It is made from ½" exterior plywood, supported by steel bands. The boxes are built with a trap door at the bottom of one side, to let the cans out, and are handled by pallet jack or lift truck. They can hold 700-1600 pounds of cans. Contact Eco-Alliance, BRING, or the Recycling Information Office for more details.

## Special equipment for the depot

Following are suggested tools that you will need in handling different types of recyclables; try to get everything donated.

| | |
|---|---|
| GENERAL | Heavy-duty handtruck for moving full barrels |
| | Recycling information handouts |
| | Pallets and forklifts for moving large amounts of material, if necessary |
| | Pick-up truck or larger vehicle for transportation |
| | First aid kit |
| | Brooms, dustpan, gloves |
| GLASS | For safe glass breaking, a wooden barrel cover with hole in the center. This works like a butter churn, with a sledge hammer for breaking the glass. |
| | Nippers or hook-type can opener to remove metal rings from bottle necks |
| | Long-handled sledges to crush glass and cans |
| | Safety goggles (from science teachers?) |
| | Gloves |
| CANS | Can openers |
| | Long-handled sledges to crush |
| NEWSPAPER | Twine for bundling newspaper |
| | Scissors |

Moving heavy containers in and out of a truck presents special difficulties. Pushing containers up an inclined plane is one technique; another is to drive up an inclined ramp. Useful equipment for loading and unloading purposes includes rollers, lift trucks, chain blocks, hand trucks and lift gate.

## Extra help

Your appeals through public service announcements and neighborhood canvassing may bring in volunteers. Local scout troops or similar organizations might work on a service project which would serve to spread word of your collection to surrounding school areas. One Portland depot organizer told us: "One of our avid supporters is a 5th and 6th grade Camp Fire Girls leader. Her group decided to put collection boxes in each of our [grade] school rooms, educate the students and teachers as to what was 'scrap paper' and once every two weeks the girls and their mothers gathered all the scrap and took it directly for sale, or gave it to our collection."

Especially if you have non-profit status or are associated with a school, you may be able to get businesses to donate land (lease for $0), transportation (backhaul trucking by a local firm), equipment (trucks, other heavy equipment which can be written off as a donation), building materials (plywood, core slabs, etc.).

"They can't say no to kids," recounts one successful school project organizer in the Willamette Valley. Enthusiastic students can elicit help from local businesses and agencies. Try also to involve other sectors of the school--the construction class might erect your shelter, the parents' booster club can give support.

Chambers of Commerce, Kiwanis, and other local service clubs might donate space and labor. Other manpower possibilities for non-profit groups are the federally-funded employment and training programs which are administered by local community action and other agencies. Persons working for these programs are paid by the agency for a limited period of time (usually 6-13 weeks) on a full-time or part-time basis. Such programs are Concentrated Employment Program, Neighborhood Youth Corps, and Project Mainstream.

Some courts have community work programs for those who have committed minor violations; these people work a designated number of hours instead of going to jail.

Broad community support should be the aim of all projects which want a long life. Student-run projects, for example, commonly suffer from a periodic depletion of workers and a lack of continuity in management. The ones that survive such manpower crises are those that have been able to involve more people from the general community.

## Legal requirements

In starting a recycling depot, consider possible legal requirements, just as you would for any other business. Recycling depots may fall under regulations covering solid waste management. Before you start to operate a depot, check with local officials to see:

--if you need a license and/or zoning variance to run a depot;
--if you are in compliance with fire, safety, health, sign or nuisance abatement ordinances;
--if you pick up materials, are you infringing on a garbage collection franchise? (You should be able to reach an agreement with your local collecter on this point, if need be.)
--if you need a Public Utilities Commissioner-issued trucking permit to haul recyclables;
--if you are a home operation, and/or a business, what special requirements are made of you by the city or county?
--if you are a business, can you get municipal bonds or state tax credits when acquiring equipment and facilities?

Do not overlook these legal requirements. Recyclers have been closed down simply because they made no attempt to comply with local ordinances.

Some civic and non-profit organizations are exempt from some requirements, and a little investigation will often prove that other regulations don't apply to your special case. Businesses tend to run into a greater variety of regulations than other kinds of projects.

Setting up a depot in a private home is usually no problem if the site does not become a public nuisance. Some local governments have restrictions on home storage of paper, the parking of trucks, and the outside storage of barrels. Setting up in a public place (e.g., store parking lot) outside a city's limits usually presents no problem. You might be required to have a metal rather than wooden building if storing newspaper inside a city's limits, or at least a metal container for paper. You should al-

so check for ordinances regulating your use of signs, etc.

If you are setting up in an abandoned gas station, for instance, and have to get a zoning change, your fate depends on the local planning commission and public support. Your operation might be classed as a junk and salvage yard which would prevent you from moving into a residential or commercial neighborhood. This matter has come up in Portland, and our arguments in favor of having depots in residential areas have been:

1. The recycling center is unlike a junk or salvage yard in several ways:
   a. it is a public service, not a retail or wholesale business;
   b. it is a place through which recyclable materials move, where they remain long enough to be sorted for quality and occasionally bundled or crushed;
   c. the "treating, storing, and processing" of materials is minimal compared to that done by a junkyard, or some other similar operation such as the waste paper broker or the glass manufacturer which buys materials collected and sorted by the recycling center.
2. A recycling center, because it is a community service, must be convenient to the people it serves and thus, like the self-service laundry or grocery store, is best located in a residential area, not an industrial zone. The recycling center belongs in the community because it serves the household and provides it with a convenient and meaningful alternative to the garbage can.

If your region has a garbage franchise, the best policy is to deal directly with all parties concerned. Let them know all that your recycling project is trying to do. Encourage them to help improve the resource recovery system within their community. Let them feel that recycling is in their best interest.

If you have paid employees, such issues as workmen's compensation classifications must be dealt with; here again, the recycler is classed with the junk yard operator in terms of the types of potential on-the-job accidents.

## Keys to success

Here's a portion of the helpful suggestions sent to us for this booklet by Mrs. Shirley Coffin, who originated and runs the West Tualatin View recycling project. The depot operates one day per month for four hours at a grade school west of Portland. The material is donated to Portland Recycling Team, Inc., which picks it up the same day.

FACTORS I CONSIDER KEYS TO OUR SUCCESS

1. Informed personnel. Recyclers need to know as much as possible about recycling: kinds of materials, how to prepare, where and what buyers, state of the art in the metropolitan area, etc. I bet I talked to every manager of paper, glass, can, and metal company in Portland that summer and fall of 1971, discussing their practices, how to prepare, hours and prices, philosophies of recycling, etc.

2. Dedicated physical labor. My husband provided the leadership on this; our project would never have made it without his hassling of the cans and drums and overseeing the volunteer labor on collection day, particularly the dangerous glass-breaking. [Another project informs us that little girls love to break glass.] Many men and women volunteers really worked HARD on collection day, and it must be understood that this is a real part of the job: the willingness to give several hours of really tough labor. We have never had much trouble getting plenty of volunteers. People seem to find it fun or satisfying or something, and my husband and I have been at every collection to keep the continuity intact.

3. A central, convenient collection site, and reasonably convenient hours. The school grounds has a covered drive-through breezeway for bad weather. This year we collect from 10 a.m. to 2 p.m., and this is agreed by all to be much more convenient than from nine to noon. We collect the first Saturday of each month, and this is now well established in everyone's mind. Our schoolgrounds are very centrally located, making it convenient for most of the area's residents.

4. A place to store the collection barrels and other equipment needed. We have a large lot and plenty of room to store these things, plus the willingness to do so, even though we look like a depot most of the time. We own an old covered trailer which my husband fills with the barrels and as much else as he can get into it. Quite often someone will ask if they can bring their own recyclables over to our place early, as they are going to be out of town on Saturday or something, and so we nearly always have some stuff already in the [illegible] on collection day.

5. A philosophy that recycling MUST be done, and it is not a question of whether you can

use it as a money-raising project or not. If that is a side effect, so be it. But the important point is that we make it as convenient as possible to encourage recycling. Get the habits established by householders, then worry later about the money-making. It is our view that unless you use a proper heavy-duty truck and handling equipment, the hauling and thus the money isn't worth the tremendous effort.

6. A firm policy of insisting on proper preparation of materials. We accepted less than the best preparation to begin with; the cans especially were a headache. Slowly we would get less and less bad stuff, for we were there to catch each carload, and educate the householder on the spot as to how to improve. If possible, we asked the person to stay there right then and help us clean up his materials. Repeated offenders were sent home with their stuff. Some got mad and were probably lost to the recycling cause, but it is my feeling that we are not going to become the local, once-a-month garbage dump, as so many 24-hour depots do become. Most

of the people were quite willing to improve their preparation, and we printed and handed out a list of how to prepare things. We always ask anyone who brings untied newspapers to stay long enough to tie them themselves, and have plenty of twine and scissors handy.

There is nothing quite so eye-opening as being a volunteer at such a collection to bring home the huge problem we have in the solid waste field in this country, to see what a tremendous amount of material is being thrown away.

## Ending a project

Some thoughtful things you might do:

* Tell the DEQ Recycling Information Office, which will drop you from the Recycling Switchboard list.

* Try to find another group to take over.

* Tell people at the depot site where the nearest depot is, leave a sign for pick-up service, give the Recycling Switchboard number.

* Remember that people come to depend upon you. Expect things to be left long after the project ends, and check the old site periodically.

## Any unanswered questions?

The Recycling Information Office exists to help recycling projects be more effective; it welcomes your questions, will share the experiences of other recyclers with you, and is glad to follow up new questions it can't answer immediately. Don't hesitate to call or write us for assistance and ideas in all areas of recycling.

SOME OTHER SOURCES OF PRACTICAL INFORMATION:

Portland Recycling Team, Inc.
1207 S.W. Montgomery
Portland 97201 / 228-6760

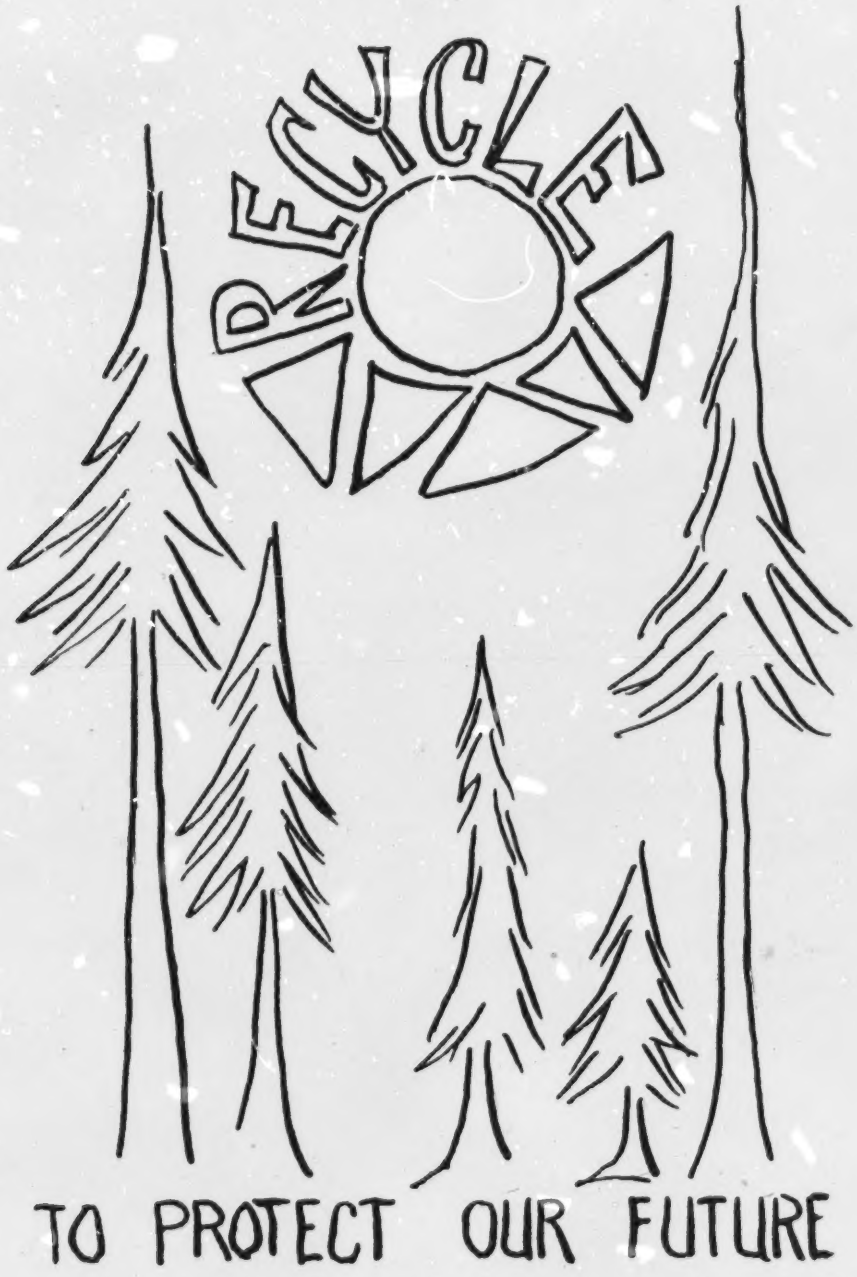
Eco-Alliance Recycling
Memorial Union
Oregon State University
Corvallis 97331 / 754-2101

BRING Recycling
P.O. Box 885
Eugene 97401 / 746-3023

Rangers of Eastern Oregon
c/o Elizabeth Millier
516 N.W. Carden
Pendleton 97801 / 276-2478

Calapooya Eco-Activists
Calapooya Junior High School
Albany 97321 / 926-1662 (Vic Brockett)

SORT (Southern Oregon Recycling Team)
Rogue Valley Opportunity Center
857 Valley View Dr.
Medford 97501 / 773-8466




## About the Recycling Information Office

The Recycling Information Office was created by the 1973 Oregon Legislature to act as a clearinghouse for people involved in recycling. It runs the Recycling Switchboard (which receives an average of 70 calls per day from all over the state), spreads public awareness of recycling through mass media campaigns and publications, and works directly with recycling projects to solve their problems with markets, transportation and facilities.

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